

# **2003 DOD Worldwide Military Photography Workshop**

## **Image Submission Criteria**

### **STILL IMAGE IPTC FIELDS**

Portions of the information contained in this attachment have been extracted from the DoD Imagery and Caption Style Guide.

#### **Inputting Caption and Entry Information**

It is recommended that each entrant first get all images scanned, acquired, adjusted and saved before entering the caption and entry information as this process will be much easier to do as a group, one right after another.

All information will be input using the FILE INFO command of Adobe Photoshop (by selecting File > File Info) or using the captioning capabilities of SCC MediaGrid (the MediaGrid field name, if different than the Photoshop File Info field name, is annotated in square braces [ ]).

#### **Section: Caption**

##### **1. Field: Caption (Required)**

###### **a. Enter the caption information as follows:**

- i. **Action.** The first sentence of the caption describes the action in the photo, in the present tense, and states when and where the photo was taken. If a person is the subject, include full name, rank, and unit of assignment (do not include hometowns).
  1. **Who.** The “who” description should include name, rank, and military unit or organization of identifiable individuals (do not include hometowns).
  2. **What.** The “what” description should include the name and nomenclature of any weaponry or equipment; the name and hull designator of any ship; the name and designator of any aircraft or missile; and the unit name and designator of any unit shown. The description should also include any special field gear (such as backpacks, nuclear-biological-chemical protective suits, or utility belts) that people are wearing or carrying. If the subject is a building, facility, fort or site, then include the name and appropriate designator. (If unable to obtain information by inquiry, then record the relevant nomenclature plates, logos, signs, flags or other identifiers).
  3. **When.** The “when” description should include the date and also approximate time if this is relevant to understanding the content of the image.
  4. **Where.** The “where” description should include the geographic name of the place where shot. If an aerial shot, the “where” should state: “aerial shot of [subject] over [what geographic place or area].” If shot at sea, the “where” should indicate the body of water and some indication of where (such as “on board the USS Kennedy 200 miles NE of Norfolk” or 550N 1000W). If an interior shot, the

“where” should indicate what the scene is the interior of (such as “interior of C-141 cockpit” or “room 2C147 of the Pentagon”).

5. How. The “how” description should include the significance of the actions, subjects, or events depicted unless it is otherwise obvious, i.e. how is the imagery important? If the subjects are performing some action or activity, identify it.
  6. Why. The “why” description should include the purpose of the operation or exercise that the imagery documents.
- ii. Background. The second sentence of the caption gives background on the news event or describes why the photo is significant to the DoD. This usually gives the “big picture.”
  - iii. Whenever possible, try to keep captions to no more than two concise sentences, approximately 100-150 words, while including the relevant information.
- b. The following are examples of proper captions:
- i. An F-14B Tomcat from Fighter Squadron 102 (VF-102) soars in the skies over Iraq, Jan. 30, 1998. VF-102 is attached to the nuclear powered aircraft carrier USS George Washington (CVN 73), which is currently conducting operations in the Persian Gulf during a six month deployment in support of Operation Southern Watch.
  - ii. Maj. Frank Cavuoti (left), U.S. Air Force, of Garden City, N.Y., and Capt. Mike Ouellette, U.S. Air Force, of Bolton, Conn., plan their sortie for exercise Global Guardian. The two B-2 Spirit stealth bomber pilots are in an area know as the Vault, a secure underground mission planning facility at Whiteman Air Force Base, where B-2 crews receive all their mission data and plan how they will complete their tasking. Cavuoti and Ouellette are attached to the 394th Bomb Squadron, 509<sup>th</sup> Bomb Wing at Whiteman.

2. Field: Headline [Operation/Exercise Name] (Required)
  - a. Normally, this field would contain the name of the operation or exercise. For the purposes of this workshop, this field will contain the Title of the photograph as designated by the entrant.

File Info

Section: **Caption**

Caption:  
An F-14B Tomcat from Fighter Squadron 102 (VF-102) soars in the skies over Iraq, Jan. 30, 1998. VF-102 is attached to the nuclear powered aircraft carrier USS George Washington (CVN 73), which is currently conducting operations in the Persian Gulf during a six month deployment in support of Operation Southern Watch.

Caption Writer:

Headline:

Special Instructions:

Buttons: OK, Cancel, Prev, Next, Load..., Save..., Append

## Section: Credits

1. Field: Byline [PH Rank & Name] (Required)
  - a. Enter the entrants Rank and Name (first and last names).
2. Field: Byline Title [PH Home Unit] (Required)
  - a. The entrants Home Unit

File Info

Section: **Credits**

Byline:

Byline Title:

Credit:

Source:

Buttons: OK, Cancel, Prev, Next, Load..., Save..., Append

## **IMAGE SUBMISSION SPECIFICATIONS**

Portions of the information contained in these specifications have been extracted from the DoD Imagery and Caption Style Guide as directed by DoDI 5040.6.

### **Scanning Specifications for Negative or Transparency Film**

1. Scan images as RGB or Grayscale. Do not use CMYK.
2. The final image size should be 10 inches at the largest dimension at a resolution no higher than 300PPI. (All attempts should be made to scan at 300PPI, but do not resize the image in Adobe Photoshop in order to obtain this resolution.)
3. Save the image as a JPEG with a quality level of 10 (quality level of 8 if the scale is 0 to 10).
4. Follow the instructions in the previous section for entering entry and caption data in Adobe Photoshop or SCC MediaGrid.

### **Image Specifications for Digital Camera Originals**

1. Submit digital entries at their original file size. When cropping, do not specify a size and resolution as this will change the number of pixels and the file size of the image.
2. Convert the dimensions of the image so that the longest dimension is 10 inches, but do so without increasing the file size. (Do this in the Image Size dialog box with Resample Image turned off.)
3. Save the image as a JPEG with a quality level of 10 (quality level of 8 if the scale is 0 to 10).
4. Follow the instructions in the previous section for entering entry and caption data in Adobe Photoshop or SCC MediaGrid.

### **Submitting Entries**

1. Images should be saved onto a CD-ROM. The format of the CD-ROM must be ISO9660 compliant if being created on a Windows operating system computer or Mac Files and Folders if being burned from a Macintosh. DVD, Zip and Jaz drives will also be accepted.  
**Note: Media will not be returned.**